

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law 0 years.
b. Statute of limitation 0 years.
c. Federal law 0 years.

d. Audit period 0 years.
e. Administrative need 25 7 years.
f. Federal retention instructions 0 years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference need

*talked with Phil McMullan
12-8-82 who checked with
Mr. Hartley. Mr. Hartley
said he needs these records
a maximum of 7 years.
M. Naale*

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 3 year(s); then
☒ Transfer to local holding area; hold 2 year(s); then
☒ Transfer to State Records Center; hold 25 year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

82-599

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Herace F. Hartley</i>	<i>12-1-82</i>	<i>Phil McMullan</i>	<i>12/2/82</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Edward Ueldem</i>	<i>12-29-82</i>
		<i>Edward Ueldem</i>	<i>12/22/82</i>
		<i>Edward Ueldem</i>	<i>1-7-83</i>